

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 13, 2003, at 1:30 p.m. Eastern Standard Time (EST). Chair Dr. Paul Kimsey of the California Department of Health Services, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

AGENDA ITEMS

Approval of Minutes

Dr. Kimsey requested that review of previous minutes be tabled for the next meeting.

ORD Reorganization NELAC/ELAB

Dr. Kimsey introduced Mr. David Friedman, of the U.S. Environmental Protection Agency's (EPA) Office of Research and Development (ORD), for a status report on EPA's appointment of a NELAC/National Environmental Laboratory Accreditation Program (NELAP) Director and NELAC Executive Secretary. Mr. Friedman reported that candidates are being considered and that there may be an announcement early next month. Appointment of the Designated Federal Official (DFO) for the Environmental Laboratory Advisory Board (ELAB) is also in process. Solicitation of grants in support of NELAC, NELAP and ELAB are in process and awards are expected prior to the Ninth NELAC Annual Meeting (NELAC 9).

Meeting with Paul Gilman

Dr. Kimsey reported on his meeting Dr. Paul Gilman (ORD's Assistant Administrator and EPA's Science Advisor) and Mr. Henry Longest, II (ORD's Deputy Assistant Administrator for Management), on January 31, 2003 and arranged by Mr. Friedman. Discussion included the reorganization of NELAC, the recent workshop on Performance Based Measurement Systems (PBMS) in Edison, NJ, and the roles of NELAC and EPA were discussed. Dr. Kimsey also invited Dr. Gilman to be the plenary speaker at NELAC 9. Dr. Kimsey characterized the meeting as an excellent one.

Work will continue on the letter to EPA on the issue of laboratory accreditation as an inherently governmental function. Dr. Kimsey and others will draft the letter for review by the Board.

ACIL Mid-Winter Meeting

Dr. Ken Jackson reported on his participation on the "*Panel on Good Science in Analytical Chemistry*," moderated by Mr. Robert Wyeth, with Mr. Friedman, Ms. Marian Kelly, and Ms. Nancy Wentworth at the American Council of Independent Laboratories (ACIL) mid-winter

meeting in Washington, DC. It was noted that this resonates as “doing things in a scientifically more valid manner.” Issues of PBMS, data integrity and methods validation studies were all discussed.

PBMS Meeting Edison, NJ

Ms. Shields reported that this was a good working meeting, sponsored by EPA and the NELAC Quality Systems committee. There was in-depth discussion by 35-40 participants from laboratories, from different states, and from EPA. The issue of working towards a functional, effective PBMS that is in compliance with EPA regulations was difficult. Several specific issues were discussed, with consensus. A draft report is due by March 15 for posting on the NELAC website.

Preliminary plans are being made for a subsequent meeting to address unresolved issues.

NELAC 9

Dr. Kimsey reported that the State of California, the Institute for National Environmental Laboratory Accreditation (INELA), and RTI are moving ahead with planning for the Ninth NELAC Annual Meeting and no show-stoppers have been encountered yet. Preliminary information is available on the NELAC website (www.epa.gov/ttn/nelac). Issues will be resolved as soon as possible, and the Board may be asked to resolve problems, in the absence of NELAC Director and Executive Secretary.

PTOB Issue

Dr. Kimsey reviewed the recommendation by the NELAP accrediting authorities that the American Association for Laboratory Accreditation (A2LA) (www.a2la2.net) be designated as a NELAC Proficiency Testing Oversight Body (PTOB). It was noted that this designation would cover all NELAC fields of testing. Issues with this recommendation were discussed but time was short, and it was agreed to table the issue until the next meeting to allow Board members to thoroughly study the associated material.

Other Issues

The future role of a Transition committee in NELAC was briefly discussed. Mr. Wayne Davis is discussing this with Mr. Jerry Parr, with anticipation of “back to back” future NELAC-INELA meetings.

NEXT MEETING

The next meeting of the Board of Directors is scheduled as a teleconference on Thursday, March 13, 2003, at 1:30 p.m., Eastern Standard Time (EST).

DRAFT AGENDA
February 13, 2003
1:30 - 3:30 PM EST

Minutes (PBK)

ORD Reorganization NELAC/ELAB (All)

1-31 Meeting with Paul Gilman (PBK)

ACIL meeting (Ken J.)

PBMS Meeting Edison, NJ (SL/All)

Follow-up meeting to Edison early (All)

NELAC 9 (PBK)

PTOB Issue (SA/PBK)

OTHER

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
FEBRUARY 13, 2003**

Item No.	Action	Status
1	Dr. Kimsey will draft a letter to EPA on the issue of lab accreditation as an inherently governmental function.	2/21/03
2	Discuss PTOB recommendation at next Board meeting.	3/13/03

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
FEBRUARY 13, 2003**

NO.	MEETING DATE	ACTION	STATUS
4	8/8/02	Dr. Kimsey to contact NELAC Chairs regarding which standards development organization their committee will join.	Complete
8	9/12/02	Ms. Hankins will recommend to the Regional Lead Evaluators that the observer use a cross-walk along with the state's checklist.	Complete
11	10/10/02	Ms. Labie will check with Sherry Clay on use the OGWDW and ECOS endorsements.	Complete
13	10/10/02	Mr. Kantor will check on the status of a list of interested Standards Development Organizations for discussion at the next meeting.	Complete
14	11/14/02	Dr. Kimsey will review and clarify the essential role of EPA in his remarks during the Opening Plenary session of NELAC 8i.	Complete
15	11/14/02	The Board (Dr. Kimsey) will draft a letter to EPA reiterating their consensus of the role of EPA in NELAC, based on discussions during NELAC 8i.	Ongoing
16	11/14/02	Ms. Aurora Shields will have her good copy of the ECOS letter (see last month's minutes) scanned for this use.	Complete
17	11/18/02	Review Minutes of November 14, 2002	Complete
18	11/18/02	Review EPA's "Laboratory Accreditation Model Study"	Complete
19	12/2/03	Mr. Kantor will work with the INELA and NELAC meeting planning committees to get a meeting agenda and fee schedule published as soon as possible..	ASAP
20	12/2/03	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
21	1/27/03	Board members will Email issues & talking points for the 1/31/03 meeting.	ASAP
22	1/27/03	Dr. Kimsey will contact Mr. Worthy regarding the status of the NELAP/NELAC program reorganization.	ASAP

Note: items that were noted as "Complete" in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS AND CHAIRS MEETING
FEBRUARY 13, 2003**

Name	Affiliation	Address
Dr. Paul Kimsey Chair	CA Department of Health Services	T: (510)307-8419 F: (510)412-5848 E: pkimsey@dhs.ca.gov
Mr. R. Wayne Davis Chair-Elect	SC/DHEC Office of Environmental Lab Certification Transition Committee, Chair	T: (803)896-0972 F: (803)896-0850 E: davisrw@dhec.sc.gov
Ms. Silky Labie Past-Chair (absent)	FL Dept. of Environmental Protection Small Organizations Committee, Chair Nominating Committee, Chair	T: (850)488-2796 F: (850)922-4614 E: silky.labie@dep.state.fl.us
Vacant Director	USEPA	T: F: E:
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Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: (978)682-5237 F: (978)688-0352 E: ann.marie.allen@state.ma.us
Mr. Thomas Maloney (absent)	USGS National Water Quality Laboratory	T: (303)236-3460 F: (303)236-3499 E: tmaloney@usgs.gov
Mr. Richard Sheibley (absent)	PA Department of Environmental Protection	T: (717)705-2425 F: (717)783-1502 E: rsheibley@state.pa.us
Mr. Joe Slayton	USEPA/Region 3	T: (410)305-2653 F: (410)305-3095 E: slayton.joe@epa.gov
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Ms. Aurora Shields	KS Dept. of Health and Environment	T: (785)296-6198 F: (785)296-8068 E: ashields@kdhe.state.ks.us
Dr. Ken Jackson (Invited Guest)	NY Environmental Laboratory Approval Program Program Policy & Structure Committee, Chair	T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org
Mr. David Friedman (Invited Guest)	USEPA	T: (202) 564-6662 F: (202) 565-2432 E: friedman.david@epa.gov
Dr. Gene Tatsch (Contractor Support)	RTI	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

